

**DRAFT**

**RESOLUTION 20xx-xxx**

**RESOLUTION AUTHORIZING AMENDMENT NO. 3  
TO THE AS-NEEDED TEMPORARY STAFFING  
SERVICES AGREEMENT WITH CATHYJON  
ENTERPRISES, INC., DBA HB STAFFING,  
INCREASING THE AGREEMENT AMOUNT BY  
\$115,000, INCREASING THE AGGREGATE TOTAL  
OF THE AGREEMENT FROM \$335,000 TO \$450,000  
FOR SERVICES THROUGH JUNE 30, 2017**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

**WHEREAS**, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

**WHEREAS**, this Agreement provides the District with temporary staffing services on an as-needed basis; and

**WHEREAS**, the term of the Agreement is twenty-seven (27) months which started on April 1, 2015, and ends June 30, 2017, in alignment with the District's fiscal year (FY); and

**WHEREAS**, funds under this Agreement are subject to annual budgeting with the current total aggregate amount not to exceed \$335,000; and

**WHEREAS**, this 3<sup>rd</sup> Amendment would increase the current total aggregate amount by \$115,000 in order to continue to provide short-term relief during leaves of absences, vacancies, and other planned or unplanned gaps in employment as projected in the FY 16/17 Budget; and

**WHEREAS**, currently, the budgeted amount for temporary personnel in this fiscal year is \$115,000 which has already been committed with task authorizations through November 2016; and

**WHEREAS**, additionally, funding for ongoing assignments and new assignments due to vacancies and leaves of absences is estimated to be \$115,000 which was not included in the FY 16/17 budget, but funding is available through departmental salary savings; and

**WHEREAS**, an additional \$115,000 is requested to align with the budget

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and expenses for ongoing and any new assignments during the nine months still remaining under the agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or her designated representative is hereby authorized on behalf of the San Diego Unified Port District to enter into Amendment No. 3 to the As-Needed Temporary Staffing Services Agreement with CathyJon Enterprises, Inc., dba HB Staffing, increasing the Agreement amount by \$115,000, increasing the aggregate total of the Agreement from \$335,000 to \$450,000.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

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By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 8<sup>th</sup> day of November 2016, by the following vote: